

Unit 1: Getting Acquainted



1. Look at the words below and discuss the similarities and differences with a partner.

Coworker Acquaintance Friend Colleague Partner Associate

2. Read the 3 dialogues below. Write the correct title for each dialogue and fill in the missing words. Practice the dialogue with a partner.

Titles: **JOB BENEFITS / WORKING CONDITIONS / RESPONSIBILITIES**

Dialogue 1: _____

A: So what _____ you do?

B: I _____ for a software company.

A: So what _____ do you do in the company?

B: I _____ for new product development. I _____ directly to the CEO and _____ a team of developers.

A: What _____ that involve?

B: It involves _____ a lot of meetings and _____ a lot of hours.

A: It sounds _____.

B: It is, but I love it.

challenging
work
do
exactly
attending
am responsible
report
working
supervise
does

Dialogue 2: _____

A: Are you pleased that you moved to the Tel Aviv office?

B: Yes. Now I am _____ of a bigger team, but the _____ is very relaxed and everyone is on _____ terms.

A: Don't you find it more _____ than working in the office in the North?

B: Tel Aviv is a bigger office, but I really enjoy it. I have _____ about moving.

no regrets
atmosphere
first name
stressful
in charge

Dialogue 3: _____

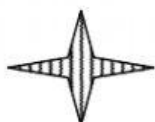
insurance
promotion
salary
employees

A: How is the new job?

B: I am very happy. The _____ is reasonable, and the company really looks after its _____.

A: How so?

B: Well, I have free use of the company gym and health club, and I have a smart phone and excellent medical _____. Plus, _____ prospects are excellent.



Grammar tips:

Present simple is used to talk about routine responsibilities and every day actions:

I **work** for / He **reports** to / We **produce** software

We **don't produce** hardware. He **doesn't** deliver.

--> After the word **involve**, use the **-ing** form of the verb!

3. Match the parts of the dialogue below.

1. I understand Frank used to work in Japan. ()	a. Wow, great, thanks. It has been ages since I have seen you.
2. How are you? ()	b. Yes, but not anymore.
3. I don't have any regrets about moving. ()	c. Working with clients and attending meetings and more meetings.
4. Is it a good place to work? ()	d. The basics.
5. Does the company offer good benefits?	e. Very. It has a great atmosphere.
6. What does your job involve? ()	f. Neither do I.

4. Complete the sentences with a preposition: to, of, about, for

- a. I'm in charge _____ IT services.
- b. I'm responsible _____ recruitment.
- c. I report _____ human resources.
- d. I take care _____ every day office procedures.
- e. I have no regrets _____ taking my current job.
- f. We have free use _____ the company swimming pool.